

CALAVERAS UNIFIED SCHOOL DISTRICT
3304-B Highway 12 - P. O. Box 788
San Andreas, Ca 95249
209/754-2300

JOB TITLE: Technology Specialist II

WORK YEAR: 260-day

JOB DESCRIPTION: Under the direction of the Technology Coordinator, provides support for computer and network technology district-wide. Has primary responsibility for operation of the student information system and related state/federal reporting requirements. Works with site and district staff to maintain data accuracy and entry procedures in the student information system and related reporting requirements. Assists site and district staff with data extraction tasks. Provides end user support and training for software, hardware, and network usage. This job class requires performance in planning, organizing, and participating in assigned district/site operations and related work as assigned. Persons employed in this position must demonstrate initiative, dependability, tact, patience, good judgment, and confidentiality.

ESSENTIAL JOB TASKS:

1. Troubleshoot and resolve the most common technical problems either on the telephone, via remote access, or at the user's location, referring for additional help if the problem requires advanced knowledge
2. Install computer workstations and printers (both local and networked), including peripherals, district standard software applications, and networking hardware and software; configure workstations based on standard configurations
3. Perform various end-user support activities that may include providing up-to-date information to the end-user on the effective use of computer resources and training users on standard software applications
4. Perform research for special projects or specific problems; apply district standards in developing and documenting solutions that support end-user productivity
5. Evaluate hardware and software alternatives to determine if applicable for use in the district environment; test new hardware, software, configurations, and processes to ensure minimal impact to the quality and integrity of overall district system
6. Perform basic network administration functions, such as adding or deleting users, applying security restrictions to user accounts, and assigning trustee directory assignments; perform user administration
7. Maintain documentation on district data systems
8. Ensure timely completion of all local, state, and federal reporting requirements connected to the student information system
9. Work with school improvement initiatives by providing data extraction support, including provision of specialized reports, as necessary
10. Monitor and ensure backups documentation for audit purposes
11. Help maintain district Web pages, as needed
12. Monitor and maintain data controls with the student information and related systems
13. Maintains knowledge of new computer and network technology
14. Maintains knowledge of local, state, and federal reporting, privacy, record retention, and disclosure laws, policies, and regulations

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of
 - a. Laws and regulations affecting educational program functions and services
 - b. Standard office practices, methods, and procedures
 - c. Data extraction and interchange

- d. *Effective oral and written communication*
 - e. *Computer and computer operating systems including malfunction and trouble-shooting*
 - f. *Application software packages and their operation*
 - g. *Networking environments, their use, and trouble-shooting*
2. *Ability to*
- a. *Maintain cooperative and harmonious relationships with the public, administration, and staff*
 - b. *Make minor repairs to computers and other technology equipment, including communication systems*
 - c. *Operate technology equipment*
 - d. *Make mathematical computations rapidly and accurately*
 - e. *Read, understand, and interpret laws, regulations, reporting requirements, rules, as well as written and oral instructions*
 - f. *Function under time constraints*
 - g. *Demonstrate use of data extraction tools and spreadsheets to move data from one system to another.*
 - h. *Demonstrate keyboard skills of 45 wpm*
 - i. *Meet state and district standards of professional conduct as outlined in Board Policy*
3. *High school diploma*
4. *Hold a valid California driver's license, and provide personal automobile and proof of insurance.*
5. *Three years of increasingly responsible office/secretarial assistance or technical/data work experience*
6. *Extensive PC, mobile device, and other network device experience using a broad range of computer hardware and software.*

SALARY: *Placement on the CSEA Salary Schedule, Range J*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: April 20, 2021

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